

The City of Menomonie Position Description

Name:		Department:	Treasurer/Comptroller
Title:	Treasurer/Comptroller		
Date:	March 2023	Reports To:	City Administrator

Purpose of Position

The purpose of this position is to develop and maintain financial records, billing, collection, investment and disbursement of City funds and to direct the operations of the Treasurer/Comptroller's Office. The work is performed under the direction of the City Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directs and supervises the operations of the Treasurer/Comptroller's office; supervises personnel; selects and hires new employees; provides training and instruction; assigns and reviews work assignments; approves leave and acts on problems and concerns.
- Answers questions from employees, the Mayor and City Administrator, department heads and the public.
- Approves disbursement of City funds; gets Council approval for disbursement of funds not budgeted or over-budgeted. Approves and signs purchase orders.
- Prepares annual budget for Treasurer/Comptroller's office and Debt Service fund.
- Oversees the investment of City funds; fifteen to twenty million on an ongoing basis.
- Calculates tax rate and tax increments; calculates and certifies city tax levy and city portion of state, county and school taxes; maintains records and files.
- Maintains records for \$3 million housing and economic development and Home Sweet Menomonie loans.
- Oversees billing and collection for water and sewer utility customers.
- Oversees the City payroll of over \$6 million annually.
- Checks cash receipts for accuracy and appropriate account numbers; reconciles bank statements.
- Prepares journal entries and prepares monthly expense and revenue reports.
- Prepares semi-annual reports required by the State for fuel tax refunds.

- Prepares community development checks for contractors and loan participants; prepares Main Street vouchers; issues checks for payroll and other expenses.
- Assists individuals with payments due to the City, resolves complaints.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Answers phones, sorts, opens and receipts mail, prepares deposit slips when needed.
- Answers other City Hall department phones as needed; answers questions and takes messages.
- Performs other duties as assigned or required.

Supervisory Responsibilities

Manages 4 employees in the Treasurer / Comptroller Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Accounting, Bookkeeping or a related field with three to five years of governmental accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, tax increment forms, payroll data, receipts, invoices, checks, spreadsheets, letters, State and City Codes, budgets, contracts, bond books, technical operating manuals, statutes, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the City Administrator and Mayor, other department heads, auditors, financial advisors, other professionals and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.
- Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Menomonie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date